

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

ASSOCIATE PLANS EXAMINER

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Associate Plans Examiner is the first and entry level in a five level Plans Examiner series. Incumbents are responsible for providing customer service for front counter activities and performing minor and routine residential plan checks. Incumbents may perform entry-level subprofessional structural engineering review and/or nonstructural plan review of architectural, electrical, mechanical or plumbing systems for compliance with applicable codes and ordinances.

The Associate Plans Examiner is distinguished from the Plans Examiner, which has responsibility for performing combination plan reviews and structural engineering reviews.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Provides assistance at the public counter, which includes: responding to inquiries; issuing permits; determining permitting fees; communicating permitting processes; and/or, performing other related activities. | Daily
50% |
| 2. | Performs pre-screening of commercial and residential plan submittal packages to verify the inclusion of minimum acceptance information , ensuring compliance with applicable building codes and regulations and identifying issues requiring resolution prior to further processing. | Daily
30% |
| 3. | Researches and reviews residential building plans or proposed projects to ensure compliance with applicable codes, ordinances, and zoning requirements. | Daily
20% |
| 4. | Performs other duties of a similar nature or level. | As
Required |

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Training and Experience (positions in this class typically require):

- Associates Degree in Architecture, Architectural Drafting, Construction Technology, Engineering, Engineering Technology or related field;
- OR
- Two years of plan review experience;
- OR
- Two years of experience in construction inspection;
- OR
- Completion of twenty-four semester units of college level course work in Architecture, Architectural Drafting, Construction Technology, Engineering, Engineering Technology or related field and two years of experience in construction, architectural or mechanical drafting are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. An additional year of qualifying experience may be substituted for the twenty-four units of course work.

Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C license;
- Must acquire and maintain certification in related field by IAMPO, ICC, IAEI or recognized association, during the first two years of employment.

Knowledge (position requirements at entry):

Knowledge of:

- Customer service policies, principles and practices
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Building and construction trades, methods, principles, practices and techniques
- Mathematical concepts
- Principles, policies, practices and operations in assigned area of responsibility

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Skills (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Providing customer service
- Preparing and performing mathematical calculations
- Reading and interpreting blueprints, schematics, and/or other technical drawings related to job duties
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Interpreting, applying, and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business/organizations, elected and appointed officials, etc. sufficient to exchange or convey information and give and/or receive work direction

Physical Requirements:

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, pulling and pushing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008